Task 6.5   Creating a table of figures
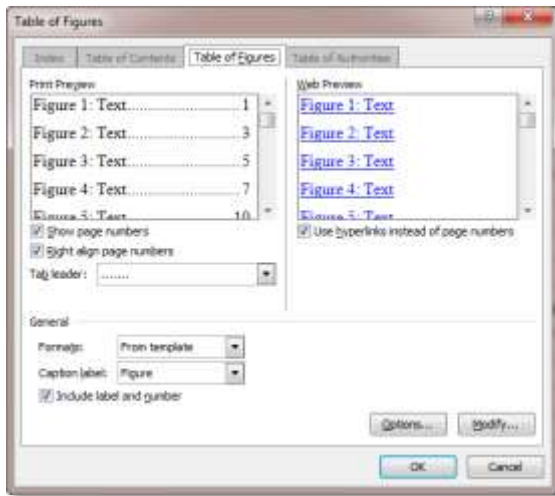
To create a table of figures, you must have inserted the captions using Word's *Insert Caption* function. Text typed in manually will not appear.

You have to create a separate table for each caption label you have used.

Try this...

1.   Click after the table of contents, type **Figures and tables** and press **Return** or **Enter**.

2.   Click in the text *Figures and tables*, open the *Styles* pane if it is not already open, and apply the style *CONTENTS*.

3.   Click below the new heading.

4.   Click on the *References* tab, and in the *Captions* group, select *Insert Table of Figures*.

5.   At *Caption label*, ensure *Figure* is selected and click **[OK]**.

6.   Click on *Insert Table of Figures* again.

7.   At *Caption label*, select *Table* and click **[OK]**.